

**POLICE PENSION  
COMMITTEE MEETING  
SEPTEMBER 5, 2007  
COUNCIL CHAMBERS - 6:30 p.m.**

**PLEDGE OF ALLEGIANCE:**

**CALL TO ORDER:** Chairman William Dunn called the meeting to order at 6:30 p.m.

**ROLL CALL:**

Chairman William Dunn-Present

Richard Herold- Present

Gregg Shelton - Present

Pat Frantz – Absent

Scott Shelton - Present

John Jankowski – Present

Vacant position – N/A

**APPROVAL OF MINUTES:**

1. Minutes of the August 1, 2007 meeting.

**ACTION:** Gregg Shelton made a motion to accept the minutes of the August 1, 2007 meeting with one correction regarding the records that the Chairman had in his possession, seconded by John Jankowski.

**VOTE:**

Chairman Dunn – Approved

Gregg Shelton - Approved

Richard Herold- Abstained

Scott Shelton - Approved

Pat Frantz – Absent

Vacant position – N/A

John Jankowski - Approved

**OLD BUSINESS:**

Chairman Dunn reported on the following financial activity to the committee:

1. The July 2007 statement from Christiana Bank and Trust had an available balance of \$172,803.53.
2. Copy of an un-audited fiscal year 2007 report from the State of Delaware in regards to our investment and the balance listed on the statement was \$2,750,033.51.

3. Expenses paid since the last meeting in terms of retirement benefits. No expense had been authorized for payment at this time.
4. Discussion of Revised forms, that were provided by Parker Elemore. These forms are to be used in administering the Pension Plan for new participants.
  - a. Enrollment Forms
  - b. Determination of Eligibility Forms,
  - c. Summary Plan Description.

As of the last meeting of the Pension Committee, Chief Strauss and Town Manager Giles were to review the procedures and present them to the Pension Committee. The Town Manager advised the committee that the packet they were reviewing were the forms that were sent from Parker Elemor, and that Town Manager Giles had reviewed these forms and made a few corrections, just in the wording. After a brief discussion of who would be responsible for explaining the packet to the new enrollee, it was determined that the forms were to be filled out by the police officers, and they were to review the policies and if they had any questions, they were to bring such questions to the Police Pension Committee.

**ACTION:** Scott Shelton made a motion to accept the enrollment packet, seconded by Mayor Herold.

**VOTE:**

Chairman Dunn – Approved  
Richard Herold- Approved  
Pat Frantz – Absent  
John Jankowski - Approved

Gregg Shelton - Approved  
Scott Shelton - Approved  
Vacant position – N/A

5. The next item discussed and reviewed was the Claims Procedure Packet:
  - a. Procedure of filing a claim and Claims Forms
  - b. Request for Benefits Form
  - c. Death Claims Form
  - d. Notice of Claim Denial
  - e. Request for Hearing for Appeal of Claim Denial
  - f. Notice of Hearing for Appeal of Claim Denial
  - g. Notification to Claimant of Committee Hearing Determination

Town Manager Giles explained what each form in this packet contained. After a brief review of these documents, Chairman Dunn inquired as to whether or not this is the forms that would be use for the calculation, if a claim were filed? It was determined that when a claim is filed, it would be filled out by the Officer, sent to Parker Elmore for calculation and returned to the Committee for action.

**ACTION:** John Jankowski made a motion to accept the enrolment packet, seconded by Gregg Shelton.

**VOTE:**

Chairman Dunn – Approved	Gregg Shelton - Approved
Richard Herold- Approved	Scott Shelton - Approved
Pat Frantz – Absent	Vacant position – N/A
John Jankowski - Approved	

6. Payments of Authorization Form:

The Town Manager informed the Committee that they have no formal Payment Authorization Form, and suggested that they use the one that was presented in the agenda packet. Chairman Dunn stated that he was very pleased with having a formal Authorization Form.

**ACTION:** John Jankowski made a motion to accept the enrolment packet, seconded by Gregg Shelton.

**VOTE:**

Chairman Dunn – Approved	Gregg Shelton - Approved
Richard Herold- Approved	Scott Shelton - Approved
Pat Frantz – Absent	Vacant position – N/A
John Jankowski - Approved	

6. Issues with Harleysville, that have been resolved for the Police Pension are ad follows:

- a. The officers had named beneficiaries to their life insurance polices, other than of the Police Pension, all of the Officers have filled out new forms and now all offers have named the Police Pension Plan as the beneficiary of the policy.

- b. The second issue that was not all officers were enrolled. This has been resolved and all current Officers are now enrolled. This has resulted in Harleysville's need to recalculate all of the fees and rates. This bill will be sent out September 10, 2007 and is due October 1, 2007.

The Town Manager requested that an Authorization of Payment form be signed by Chairman Dunn since the Committee will not meet again before the statement is due.

**ACTION:** Gregg Shelton made a motion to allow the Chairperson to preauthorize payment to Harleysville, not to exceed the amount of \$3,000.00, seconded by Mayor Herold.

**VOTE:**

Chairman Dunn – Approved	Gregg Shelton - Approved
Richard Herold- Approved	Scott Shelton - Approved
Pat Frantz – Absent	Vacant position – N/A
John Jankowski - Approved	

8. Chairman Dunn brought to the attention of the Committee, that the Harleysville Life Insurance policy has a clause that does not pay out in the event of terrorism, and that we need to contact Harleysville to see if we can obtain a waiver due to the nature of the Police Officers line of work. The Town Manger suggested that the Town draft a letter requesting this waiver and have the letter signed by the Chairman.
9. Next item was the consideration of cash flow projections and requirements for the period of September 2007 – June 2008. There was a brief description in regards to this matter and it was determined that no need to transfer any money from the State investments to the Christiana Bank & Trust was needed at this time.

**NEW BUSINESS:**

1. Consideration of authorizing Mrs. Heather Herold-Simpers to perform transcription services to the committee.

**ACTION:** John Jankowski made a motion to accept Mrs. Simperts to transcribe the Police Pension Committee meeting minutes, seconded by Scott Shelton.

**VOTE:**

Chairman Dunn – Approved  
Richard Herold- Abstained  
Pat Frantz – Absent  
John Jankowski - Approved

Gregg Shelton - Approved  
Scott Shelton - Approved  
Vacant position – N/A

2. Update on the Town's Administrative Department's assistance to the committee. Town Manager Giles gave a brief description as to the duties and support that the Town's employees would provide. Town Manager Giles reported that he has Mrs. Heather Simpers and Mrs. Tina Law, whom is the Archive Representative for the State, working on archiving the Towns' records, and Mr. Giles asked the committee to consider paying these two employees to get the Police Pension records compliant. The hourly rates for these employees are: Heather Simpers \$25.75 per hour and Tina Law's rate is \$29.13 at time and a half

**ACTION:** Gregg Shelton made a motion to pay Heather Herold-Simpers and Tina Law 1 ½ times their hourly rate of pay, as advised, to archive the Town of Elsmere Pension Committee Records, seconded by John Jankowski.

**VOTE:**

Chairman Dunn – Approved  
Richard Herold- Abstained  
Pat Frantz – Absent  
John Jankowski - Approved

Gregg Shelton - Approved  
Scott Shelton - Approved  
Vacant position – N/A

3. The next item was the approval of expenses to Primoris Benefits Advisors and Mrs. Heather Herold-Simpers. The following amount was requested for payment:

a. Primoris Benefits Advisors	\$6,300.00
b. Heather Simpers for transcription	\$ 75.00

**ACTION:** John Jankowski made a motion to pay expenses that were discussed in the total amount of \$6,375.00, seconded by Scott Shelton.

**VOTE:**

Chairman Dunn – Approved  
Richard Herold- Abstained  
Pat Frantz – Absent  
John Jankowski - Approved

Gregg Shelton - Approved  
Scott Shelton - Approved  
Vacant position – N/A

Consideration of the dates of future meetings was discussed. There was brief discussion in regards to the committee meeting quarterly, unless there is a request for a special meeting, due to an important issue that may arise.

**ACTION:** John Jankowski made a motion to have the next Police Pension Committee meeting on December 5, 2007, seconded by Gregg Shelton.

**VOTE:**

Chairman Dunn – Approved  
Richard Herold- Approved  
Pat Frantz – Absent  
John Jankowski - Approved

Gregg Shelton - Approved  
Scott Shelton - Approved  
Vacant position – N/A

Chairman Dunn commented on how well the agenda was prepared in addition to all of the attachments. This was very organized and helpful. Chairman Dunn thanked Town Manager Giles for all the help he is giving to the committee.

**ADJOURNMENT:**

**ACTION:** A motion was made by John Jankowski to adjourn, seconded by Mayor Herold.

**VOTE:**

Chairman Dunn – Approved  
Richard Herold- Approved  
Pat Frantz – Absent  
John Jankowski - Approved

Gregg Shelton - Approved  
Scott Shelton - Approved  
Vacant position – N/A

The meeting was adjourned.

**These minutes summarize agenda items and other issues discussed at this meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tapes may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.**

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**WILLIAM DUNN  
CHAIRMAN**

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**SECRETARY**